

IVEE Fiscal Year Rollover

To Do BEFORE the Rollover

The Maricopa County Superintendent of Schools office will be performing some of the key rollover functions for districts running off of our servers (inside districts). In your FY0708 Connection Group go to **General Ledger > Utilities > Year End Processing > Process Fiscal Year Rollover**. The ones that Maricopa County does are:

- **General Ledger Rollover** – Creates Connection Groups for next Fiscal Year
- **Payroll Rollover** – Copies & resets some information in the next Fiscal Year. Allows district to begin configuring payroll in new year
- **Export Fund Balances** – This is done at the end of the Encumbrance Period by our office after all funds have been finalized.

Step:	Date Completed:	Completed By:
General Ledger Rollover	03/06/2008 12:21 PM	ckelly
Accounts Receivable Rollover		
Export Accounts Receivable Invoices		
Warehouse Rollover		
Export Open Purchase Orders		
Payroll Rollover	04/21/2008 03:03 PM	mmoder
Update Years of Experience		
Export Fund Balances		
Export Leave Balances		
Benefits Enrollment Rollover		

Help

The other rollover features are optional and may be run by the district at your convenience. Some rollovers to consider:

- **Warehouse Rollover** – If your district uses the Warehouse Module then you will need to roll your inventory into the next FY.
- **Export Open Purchase Orders** – This allows you to select specific Open Purchase Orders to create automatically in the new FY.

- **Update Years of Experience** – This option will increment the years of Experience in the Employee Maintenance screen by 1
- **Export Leave Balances** – This should be run at the end of the FY and will take the current leave balance in this FY and create an Opening Balance transaction for the employee in the new FY

The first part of the rollover, for the General Ledger, will be done for all districts on **March 13th & 14th**. If your district wants this done before then you may contact the MCSOS Support Line and request that the GL rollover be completed early. This process takes a “snapshot” of what you have in FY0708 and copies that information into FY0809. This includes budgets, some default settings, accounts, DACs, etc. Any changes made to your GL area must be done **BEFORE** the rollover or you will have to make the changes twice.

After the GL Rollover is done you will need to go to **General Ledger > Configuration > Fiscal Year Rollover Settings** and set the appropriate options **in your current year FY0708 Connection Group**. In mid June, we will be doing the Payroll Rollover for all districts and these settings need to be reviewed before it's done. If your district wants the Payroll Rollover done before this date then you may contact the MCSOS Support Line and request that it be completed early.

The screenshot shows the 'Fiscal Year Rollover Settings' dialog box. It has three main sections: 'Fund Balance', 'Purchase Order Settings', and 'Payroll Settings'. The 'Fund Balance' section has a 'Fund Balance Offset' dropdown set to 'FUND BALANCE'. The 'Purchase Order Settings' section has an 'Accounts Payable Offset' dropdown set to 'PAYABLE', and checkboxes for 'Use Fund Crosswalk' and 'Create Budget Adjustments'. The 'Payroll Settings' section has three checked checkboxes: 'Remove Inactive Position Funding Lines', 'Remove Positions for Terminated Employees', and 'Reset Subtract from Position Distribution Amount to zero'. At the bottom are 'OK', 'Cancel', and 'Help' buttons. Three colored boxes with arrows point to specific settings: a blue box points to the 'Fund Balance Offset' dropdown, a green box points to the 'Accounts Payable Offset' dropdown, and a red box points to the 'Payroll Settings' section.

Fiscal Year Rollover Settings

Fund Balance

Fund Balance Offset: FUND BALANCE

Purchase Order Settings

Accounts Payable Offset: PAYABLE

☐ Use Fund Crosswalk

☐ Create Budget Adjustments

Budget Column:

Budget Entry Offset:

Payroll Settings

☒ Remove Inactive Position Funding Lines

☒ Remove Positions for Terminated Employees

☒ Reset Subtract from Position Distribution Amount to zero

OK Cancel Help

Set your Fund Balance Offset.
???.000.0000.0330.000.000.0000

Set your AP Offset.
???.000.0000.0201.000.000.0000

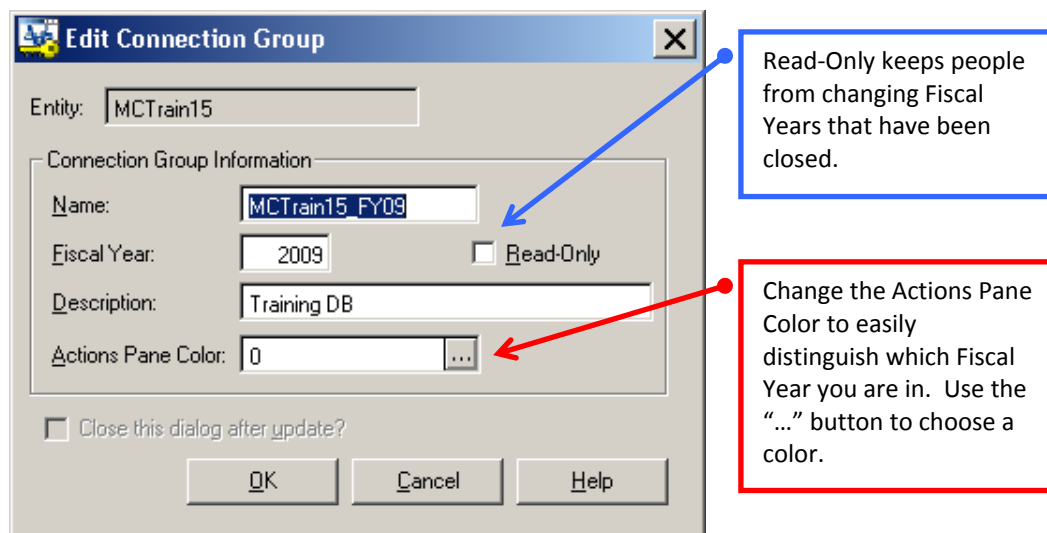
Should Inactive funding lines be removed? Should positions tied to terminated employees be *deleted*? Should the Subtract from Distribution field in Employee Positions be zeroed?

Note: These boxes are disabled until your GL Rollover is complete.

Setting up FY0809

In Administration

One of the first things you should do is change the color of the Action Pane (the panel on the left-hand side) for your new Fiscal Year. To do this, an Administrator at your district will need to go into the Administration Program. Next, expand the list on the left-hand side to view the Entities. You should then see your District in there. Now expand your district to see the Connection Groups, Licensing, User Roles and Users on the left. Highlight the Connection Groups and you should see a list of icons on the right-hand side, one for every fiscal year. Double click (or highlight and “edit”) on your new fiscal year to open the Edit Connection Group screen. Set the Actions Pane Color then click OK.



For older fiscal years you may wish to set them as “Read-Only”. This will keep people from going into a previous year and changing information while still allowing them to view the data.

In IVEE

Now there are a few things that need to be set in your new Fiscal Year Database. Some items are suggestion only, required changes will be notated.

General Ledger

Go to **General Ledger > Configuration > General Ledger Default Settings**.

General Ledger Default Settings

Actions

District Information | Other Information

Entity Information

Name: Maricopa Training #999 Federal EIN: 866000999
Street: 4041 N. Central Avenue #1100 State ID: 07026119 B
City: Phoenix State ID Format: @ @ @ @ @ @ @ @ @ @
State: AZ Zip: 85012 State Code: 4
County: Maricopa

Contact Information

Name: Hellen Back
Phone: (602) 372-4833 Extension: 0
Email Address: support@mcazschools.org

Fiscal Dates

Start Date: 07/01/2008
End Date: 06/30/2009
Trans Begin: 07/01/2008

Budget Information

Current Year: 2008-09 Prior Year Column: Prior Year FY0708
Prior Year: 2007-08 Adopted Column: Adopted FY0809
Working Column: Working FY0809
Balance Column: Working FY0809
Proposed Column: Proposed FY0809
☒ Track Payroll Pre Encumbrance

Entity Codes

Number: 999
Type: 03
Extension: 07
Resp. Center: xx
File Prefix: xx

Miscellaneous Information

Access Log Size: 9999 District Logo:
Image Size: 102400
Document Size: 102400

Voucher Information

☐ Create ASCII Voucher Files
File Path: MCSOS

OK Cancel Help

Update your contact information.

Set your Fiscal Year Dates.

Required

Set Access Log to at least 9999. Set Image & Document sizes to 102400. This is for Employee pictures, signatures, & other documents up to 100kb in size.

Set your budget columns for the new Fiscal Year. Budget columns can be added, deleted, or renamed in **General Ledger > Configuration > Budget Columns**

Required

Purchasing & Payables

Go into Purchasing & Payables. Go to *Configuration > Purchasing & Payables Default Settings*. This should be done as soon as possible before requisitions are created in the new fiscal year.

The screenshot shows the 'Purchasing and Payables Default Settings' dialog box. It contains several sections with various settings and checkboxes. Annotations with colored boxes and arrows point to specific fields:

- Next Values:** Requisition Number and PO Number are both set to 900000. A green box with an arrow points to these fields with the text: "Set your new Starting Requisition & PO Numbers for FY09. Starting with a '9' for the Fiscal Year is recommended, but use whatever works for your district."
- Defaults:** Project is set to 'Undesignated'. Checkboxes for 'Allow Req Approver Editing', 'Limit Encumbrances to Fiscal Year End Date', and 'Use Expanded PO Note' are checked. A blue box with an arrow points to the 'Use Expanded PO Note' checkbox with the text: "Verify Use Tax Settings. Auto Recalc is highly recommended."
- Default Tax and Freight Rates:** Sales Tax is 8.3000% and Freight is 10.0000%.
- Use Tax Settings:** 'Enabled' is checked, Percentage is 5.60, and Vendor is 'ARIZONA DEPARTMENT OF REVENUE'. 'Auto Recalc On Invoice' is also checked.
- 1099 Settings:** Calendar Begin is 01/31/2008 and Calendar End is 12/31/2008. MISC Limit is \$600.00 and INT Limit is \$10.00. A red box with an arrow points to the Calendar Begin field with the text: "Set 1099 dates for 2008. Make sure the MISC & INT limits are set."
- Payable Information:** Payable Offset is set to 'Payable'.
- E Procurement Setup:** Fields for Provider, Customer ID, User ID, and Password are present.

Buttons at the bottom include OK, Cancel, and Help.

Rollover Note: After the rollover is done, vendors added in the new fiscal year will automatically be created in the old year and vice versa.

Payroll

First, review all of your user security settings for FY0809. This is important to do before starting to work with employees in FY0809 because the wrong security settings could create more work.

Now go to **Payroll > Configuration > Payroll Default Settings**. This should be done after the County has done your Payroll Rollover in June.

The screenshot shows the 'Payroll Default Settings' dialog box. It has three tabs: 'Defaults', 'Direct Deposit/Other', and 'Web Applicant Interface'. The 'Defaults' tab is selected. The 'Pay Cycle' is set to 'Biweekly', 'Pay Period' is '1', and 'Hours Per Day' is '8'. 'Salaries Payable Offset' is 'Salaries Liability', 'Salary Expense Code Filter' is 'Salaries Expense', and 'User Defined ID Label' is 'Badge ID'. 'Retirement Account Number' is '141'. 'Social Security Number Mask' is 'xxx-x?-????' and 'EEOC Type' is 'School District'. The 'Attendance After Section' contains the text 'Please Have Timecards into Payroll by the end of Thursday. Thank You!'. There are several checkboxes: 'Suppress rate/hours on stubs for work agreement positions' (checked), 'Show rate/hours on stubs for journal adjustments for work agreement positions' (unchecked), 'Print accumulations for deductions/benefits with no current period amounts' (checked), 'Unlock start date and start period if paid to date on position or supplemental pay' (checked), 'Include all subs in hours entry for a Non-PR site user' (unchecked), 'Auto Assign Control Code' (checked), and 'Accrue leave after docking' (unchecked). At the bottom, 'Payroll Lockout Step' is '0', and there are fields for 'User' and 'Date'. Two red arrows point to the 'Pay Cycle' and 'Pay Period' fields, with a red box containing the text 'Set default pay cycle & pay period. Set your offsets! Required'. A green arrow points to the 'Retirement Account Number' field, with a green box containing the text 'Make sure your retirement account number is correct Required'. The 'OK', 'Cancel', and 'Help' buttons are at the bottom.

Set default pay cycle & pay period. Set your offsets!
Required

Make sure your retirement account number is correct
Required

Rollover Note: After the rollover is done, employees added in the new fiscal year will automatically be created in the old year and vice versa.

Payroll (con't)

Now you are free to start finalizing pay cycles & work calendars. There are also some deductions that will need to be updated after you rollover.

ASRS

Arizona State Retirement rate for 0809 is **going down** to 8.95%. The LTD rate remains the same at .5%. Per Arizona State Retirement, the rate that you use for any paycheck is the pay period end date. For example, if your pay period end date is June 29, but your check date is in July, you should take the ASRS Retirement deduction at the rate that was in effect on June 29, the pay period end date.

Federal Tax Withholding and Advanced EIC

Tax tables will need to be entered for 2009. Since those rates aren't available yet, you will have to copy your current 2008 tables into 2009. You can do this by opening up the deduction and going to **Actions > Setup**. On the setup screen go to **Actions > Copy** then select where you are copying to. Don't forget to do it for both single AND married and make sure the exemption amount is entered. EIC deduction tables need to be copied as well if your district uses this deduction.

Need More Help?

Go to our website at <http://www.maricopa.gov/schools>, click on the Technical Support link to expand the menu on the left and select Visions Support.

Of course, you may always contact the MCSOS Helpdesk via phone @ (602) 372-4833 or through the email @ support@mcazschoools.org.